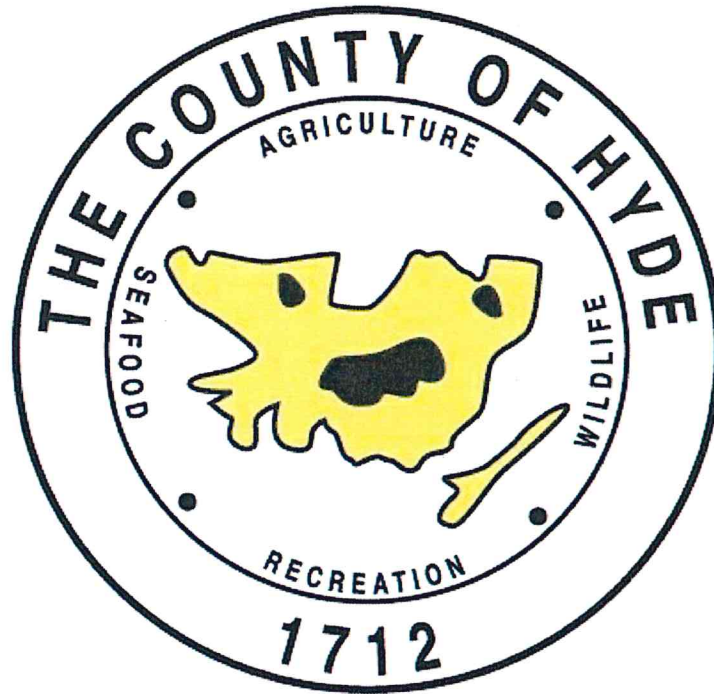


HYDE COUNTY BOARD OF COMMISSIONERS MEETING PACKET

November 3, 2014



Hyde County Courthouse Multi-purpose Room

30 Oyster Creek Road, Swan Quarter, NC

and

Ocracoke School Commons Area

120 School House Road, Ocracoke, NC

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: November 3, 2014
Presenter: Chairman Barry Swindell
Attachment: No

ITEM TITLE: OPENING

SUMMARY: Call to Order
Opening Prayer
Pledge of Allegiance

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: November 3, 2014
Presenter: Chairman Barry Swindell
Attachment: Yes

ITEM TITLE: CONSIDERATION OF AGENDA

SUMMARY: Attached is the proposed Agenda for the November 3, 2014, Regular Meeting of the Hyde County Board of Commissioners.

RECOMMEND: Review, Amend and Approve.

Motion Made By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Motion Seconded By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Vote: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

AGENDA

HYDE COUNTY BOARD OF COMMISSIONERS' MEETING

MONDAY, NOVEMBER 3, 2014 – 6:00 PM

CALL TO ORDER OPENING

CONSIDERATION OF AGENDA

CONSIDERATION OF MINUTES

- 1) October 6, 2013 – Regular Meeting Minutes

PUBLIC HEARINGS

- 1) Amendment of The Hyde County Code – Ocracoke Development Ordinance, Section 36-181
(Use of Travel Trailers By Permit Only)

ORDINANCE

- 1) Ordinance To Approve Amendment of The Hyde County Code: Article VII – Section 36-181

INTRODUCTION

- 1) Cathy Davison, Executive Director, Albemarle Commission

EMPLOYEE RECOGNITION

PUBLIC COMMENTS

Public Comments are a time for the public to make comments to the County Commissioners. Comments should be kept to three (3) minutes or less and comments should be directed to the entire Board and not to individual members, the staff or to other members of the public. Comments requesting assistance will typically be referred to the County Manager for follow-up or for Board action

ITEMS OF CONSIDERATION

1) Resolution

- a. Resolution Regarding Medicare Eligible Employees Tammy Blake

2) Appointments

- a. Ocracoke Community Center Board (2) Com. Fletcher
- b. Golden LEAF – Revolving Loan Fund Appointments (3) Kris Noble

- 3) Golden LEAF – Revolving Loan Fund – Approval of Guidelines Kris Noble

- 4) Revolving Loan Fund Application – Red & White Parking Project Kris Noble
- 5) Update on Construction Projects Clint Berry
- 6) Consolidation of DSS and Health Department Com. Fletcher

BUDGET MATTERS

1) Health Department

- a) BR10-15 – Communicable Diseases (STD)
- b) BR11-15 – Food and Lodging
- c) BR12-15 – Family Planning
- d) BR13-15 – Healthy Communities
- e) BR14-15 – Maternal Health

MANAGEMENT REPORTS

The Commissioners and County Manager will share with the public their various activities and ideas for continuous improvement of government services to the citizens. The County Manager will present update on projects ongoing in the County. Manager's calendar included.

PUBLIC COMMENTS

The public is invited to use this time to make comments to the County Commissioners on items discussed during this meeting and/or matters not discussed earlier in the meeting.

CLOSED SESSION (discussion and possible action if required)

ADJOURN

SUPPLEMENTAL INFORMATION

Department Reports

- 1) Inspections
- 2) Health Department
- 3) Animal Control
- 4) Human Resources
- 5) Planning

Informational Items

- 1) County Lines article October 2014 – Making The Case for PILT
- 2) Letter from George Chamberlin, Chairman, Ocracoke Airport Committee
- 3) Hyde County Hotline's 4th Annual Winter Event – Peace on Earth Gala
- 4) Chamber of Commerce – 2014 Veteran's Day Dinner Invitation

- 5) McCrory Gets Coastal Issues Report at CRC
- 6) Ashe County Resolution Opposing the Proposed Changes to the Rule Defining “Waters of the U.S.”
- 7) Columbus County Resolution in Total Opposition of Ruling on “Same-Sex Marriage”
- 8) Columbus County Resolution Calling for the Release of Sergeant Andrew Tahmooressi by the Government of Mexico
- 9) Iredell County Proclamation Opposing the Implementation of “Waters of the United States” Rule
- 10) Rowan County Resolution Calling for the Release of Sergeant Andrew Tahmooressi by the Government of Mexico
- 11) Captain Trey Piland – Response to Dispatch Letter from Cindy Carawan
- 12) Mission Critical Partners (MCP) – PSAP Consolidation Project

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: November 3, 2014
Presenter: Lois Stotesberry, Clerk
Attachment: Yes

ITEM TITLE: CONSIDERATION OF MINUTES

SUMMARY: Attached are the October 6, 2014 Regular Meeting Minutes of the Hyde County Board of Commissioners.

RECOMMEND: Review, Amend and Approve.

Motion Made By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Motion Seconded By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Vote: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

1 **Meeting Minutes**

2 **Board of County Commissioners**
3 **Hyde County**

4
5 **Monday, October 6, 2014**

6 Chairman Barry Swindell called the Regular Meeting of the Hyde County Board of Commissioners to
7 order at 6:00pm on Monday, October 6, 2014, in the Hyde County Government Center, Multi-Use
8 Room, and the Ocracoke School Commons Room using electronic conferencing equipment.

9 The following members were present on the mainland: Commissioners Benjamin Simmons, III, Earl
10 Pugh, Jr. and Barry Swindell; Attorney Fred Holscher; County Manager Bill Rich; Clerk to the Board
11 Lois Stotesberry; and, members of the public. Commissioner Fletcher was absent.

12 The following members were present on Ocracoke: Commissioner Dick Tunnell; Public Information
13 Officer Sarah Johnson and members of the public.

14 Following opening prayer by Commissioner Simmons and pledge of allegiance the meeting was called
15 to order.

16 **Agenda:**

17 Chairman Swindell asked for changes to the October 6, 2014 meeting Agenda.

18 Commissioner Tunnell moved to approve the amended October 6 meeting Agenda as presented by the
19 Clerk with addition of Item 11.(c) Fairfield Drainage System and Closed Session in accordance with
20 NCGS143A-318.11 (a)(6) – Personnel. Mr. Simmons seconded the motion. The motion passed on the
21 following vote: Ayes – Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting –
22 Fletcher.

23 **Consideration of Minutes:**

24 Commissioner Pugh moved to approve the September 2, 2014 Board of Commissioners Regular
25 Meeting Minutes as presented by the Clerk. Mr. Simmons seconded the motion. The motion passed
26 on the following vote: Ayes – Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not
27 voting – Fletcher.

28 **Introduction:**

29 Manager Rich introduced Phillip A. (Andy) Holloway, Adult & Employment Specialist with the
30 Northeastern Workforce Development Board (NWDB). Andy grew up here and is happy to return to
31 Hyde County. His office is located in the Hyde County Government Center. His duties include, but
32 are not limited to, workforce placement, training assistance, transportation assistant and child care

1 assistance to unemployed adult individuals and individuals who have been displaced from
2 employment.

3 **Employee Recognition:**

4 Manager Rich recognized Health Director Wesley Smith as the employee of the month. Mr. Rich
5 complimented Mr. Smith for his total professionalism and presented him with a \$25.00 Gift Certificate
6 to Golden Corral in New Bern. Wesley will be transferring to Jones County in November.

7 **Proclamation:**

8 Eve Richardson, Client Services Director, presented “National Domestic Violence Awareness Month”.
9 Sponsoring an official proclamation to recognize October as Hyde County’s National Domestic
10 Violence Awareness Month demonstrates the Board of Commissioners support in ending domestic
11 violence and educating the public on the seriousness of domestic violence.

12 Commissioner Pugh moved to adopt “Proclamation – National Domestic Violence Awareness Month”.
13 Commissioner Simmons seconded the motion. The motion passed on the following vote: Ayes –
14 Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.

15 *Clerk’s Note: A copy of “Proclamation – National Domestic Violence Awareness Month” is attached herewith as*
16 *Exhibit A and incorporated herein by reference.*
17

18 **Public Hearing – Rural Operating Assistance Program FY2015:**

19 Commissioner Simmons moved to open Public Hearing on Rural Operating Assistance Program
20 FY2015 (ROAP). Commissioner Pugh seconded the motion. The motion passed on the following
21 vote: Ayes –Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.
22

23 Beverly Paul, Hyde Transit Director, reported ROAP is a state-funded, public transportation grant
24 program administered by the NC Department of Transportation. ROAP consists of the Elderly and
25 Disabled Transportation Assistance Program (EDTAP), the Employment Transportation Assistance
26 Program (EMPL) and the Rural General Public (RGP) Transportation Program. The period of
27 performance for these funds (\$85,246.00) will be July 1, 2014 to June 30, 2015.
28

29 Commissioner Pugh moved to close Public Hearing on Rural Operating Assistance Program FY2015
30 (ROAP). Commissioner Tunnell seconded the motion. The motion passed on the following vote:
31 Ayes –Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.
32

33 Commissioner Swindell moved to adopt Resolution – Certified Statement – FY2015 Rural Operating
34 Assistance Program. Commissioner Pugh seconded the motion. The motion passed on the following
35 vote: Ayes –Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.
36

37 Commissioner Pugh moved to approve sub-allocation recommendation (\$41,781.00) for the Elderly
38 and Disabled Transportation Assistance Program (EDTAP). Commissioner Simmons seconded the
39 motion. The motion passed on the following vote: Ayes –Pugh, Tunnell, Simmons and Swindell;
40 Nays – None; Absent or not voting – Fletcher.
41

Clerk's Note: A copy of "Resolution – Certified Statement – FY2015 Rural Operating Assistance Program – County of Hyde" is attached herewith as Exhibit B and incorporated herein by reference.

Beverly Paul, Hyde Transit Director, presented nominees Kris Noble and Justin Gibbs for appointment to the Hyde County Transit Board of Directors. She hopes to nominate an Ocracoke Transit Board member in November.

Commissioner Simmons moved to appoint Kris Noble and Justin Gibbs to serve on the Hyde County Transit Board of Directors. Commissioner Pugh seconded the motion. The motion passed on the following vote: Ayes –Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.

Proposed Ocracoke Transit Project:

Beverly Paul, Hyde Transit Director and Kris Noble, Hyde County Planner presented overview of a proposed Ocracoke Transit Project. Ms. Paul and Ms. Noble propose using existing ferry equipment to increase capacity during the 100-day summer peak season on Ocracoke Island. Visitors would walk on the passenger ferry (no vehicles) and then take a bus to their destination. They will continue working on this project and present update when necessary. No action is required at this time.

Presentation – Smoke-Free Hyde County:

Patricia Harrison and Jasmine Adame from Mattamuskeet TRU (Tobacco.Reality.Unfiltered) Club along with Lisa Phillips presented Certificate of Appreciation to the Board of County Commissioners for their participation in the TRU Club's "Smoke Free Hyde County" campaign.

On May 6, 2013 the Board received presentation of a video created by Mattamuskeet TRU Club Students, Ocracoke I SPEAK (Island Students Promoting Empowerment Among Kids) Club Students and Dr. Erin Baker from the Ocracoke Health Center promoting the health benefits of a smoke-free Hyde County. Later, on March 10, 2014, the Board of Commissioners adopted (4 to 1 vote) "Resolution In Support of Smoking and Use of Vapor Products In County Buildings, On County Grounds (within 25 linear feet of county buildings) and In County Vehicles.

No action required.

Public Comments:

Chairman Swindell called for comments from the public.

Cindy Carawan, Scranton – is a Hyde County Sheriff's Office Dispatch employee. Ms. Carawan presented opposition to consolidation of a joint PSAP (Public Safety Answering Point) serving Dare, Tyrrell and Hyde Counties to form a regional dispatch center.

Barbara Jean Gibbs, Engelhard – asked what it will cost the County to send our dispatchers to Dare County. Ms. Gibbs is concerned about unemployment in Hyde County.

1 There being no further comments from the public, Chairman Swindell continued the meeting.

2 **Appointments:**

3 **Engelhard Sanitary District Board**

4 Kris Noble, Planner, requested Board appointment of Tony Spencer to the Engelhard Sanitary District
5 (ESD) Board. Ms. Noble reported the ESD Board has five (5) seats on its board with two seats being
6 vacant. Mr. Spencer has expressed a willingness to serve on the ESD Board.

7 Commissioner Simmons moved to appoint Tony Spencer to serve on the Engelhard Sanitary District
8 Board. Commissioner Pugh seconded the motion. The motion passed on the following vote: Ayes –
9 Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.

10
11 **NC Local Government Debt Setoff Hearing Officer**

12 Manager Rich reported someone is needed to serve as Debt Setoff Hearing Officer. Since adopting
13 resolution to join (November 2009), Hyde County has participated in the North Carolina Association
14 of County Commissioners (NCACC) Debt Setoff Program. Lois Stotesberry currently serves as the
15 designated Hearing Officer (October 2012) and has recently become the Debt Setoff Contact Person
16 for Hyde County.

17 Corrinne Gibbs has served as Hearing Officer in the past and has been asked to serve as the Debt
18 Setoff Hearing Officer for Hyde County. The Hearing Officer position requires Board appointment.

19 Commissioner Pugh moved to appoint Corrinne Gibbs as Debt Setoff Hearing Officer. Commissioner
20 Tunnell seconded the motion. The motion passed on the following vote: Ayes –Pugh, Tunnell,
21 Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.

22
23 **Interim Health Director**

24
25 Wesley P. Smith, Health Director, submitted his resignation as Health Director for Hyde County, with
26 an effective date of October 24, 2014. At their quarterly meeting on September 23, 2014, the Hyde
27 County Board of Health appointed Luana Gibbs, RN, Public Health Nursing Supervisor II, as Interim
28 Health Director, effective October 25, 2014. Ms. Gibbs will serve as Interim Health Director until a
29 Permanent Health Director has been appointed for the Hyde County Health Department. For the
30 duration of the Interim Assignment, Ms. Gibbs shall receive a pay adjustment of 10% in the amount of
31 \$671.00 per month.

32 Mr. Smith stated he has enjoyed the past 6 ½ years as Health Director and that Luana Gibbs has been
33 at the Health Department for the past 12 years.

Commissioner Pugh moved to appoint Luana Gibbs as Interim Health Director for Hyde County, effective October 25, 2014, with a salary adjustment in the amount of \$671.00 for the duration of the interim assignment. Commissioner Simmons seconded the motion. The motion passed on the following vote: Ayes –Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.

Items of Consideration:

Revision to Hyde County Animal Control Fee Schedule

Wesley Smith, Health Director, requested revision of the current Animal Control Fee Schedule. The schedule was approved by the Hyde County Board of Commissioners effective July 1, 2010 and included a boarding fee in the amount of \$2.00 per day, as well as the option of a one year rabies vaccination in the amount of \$7.00 or a three year rabies vaccination in the amount of \$14.00. At their quarterly meeting on September 23, 2014, the Hyde County Board of Health approved a revised Animal Control Fee Schedule, which increases the boarding fee to \$10.00 per day and removes the option of a one-year rabies vaccination. Increasing the daily boarding fee will serve as a deterrent to owners who allow their pets to run at-large. Requiring a three year rabies vaccination (at a reduced rate) extends the period of time a dog or cat is protected from exposure to rabies, which is in the best interest of public safety. Local health departments must receive approval of both the Board of Health and Board of County Commissioners for new or revised fee schedules.

Commissioner Swindell moved to approve revision to Animal Control Fee Schedule, effective October 6, 2014. Commissioner Simmons seconded the motion. The motion passed on the following vote: Ayes –Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.

Revision to Environmental Health Fee Schedule

Wesley Smith, Health Director, reported effective with State Fiscal Year 2014-15, the NC State Laboratory of Public Health (NCLPH) revised its Well Water Testing Fee Schedule to cover their costs. Environmental Health Specialists in local health departments were made aware of this revision in August of 2014. In order for the Health Department to absorb the increased cost in certain well water tests, the Hyde County Board of Health at their quarterly meeting on September 23, 2014 approved a revised Environmental Health Fee Schedule. There were only three (3) water sample tests that needed to be increased. Local health departments must receive approval of both the Board of Health and Board of County Commissioners for new or revised fee schedules.

Commissioner Pugh moved to approve revision to Environmental Health Fee Schedule, effective October 6, 2014. Commissioner Simmons seconded the motion. The motion passed on the following vote: Ayes –Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.

1 **Ocracoke Community Center**

2 Barbara Jemison and Clint Berry, Utilities Director, presented slide show update on the Ocracoke
3 Community Center project. Roof damage to the Community Center occurred as a result of Hurricane
4 Arthur. Signs of significant mold in the drop ceiling required removal of the entire ceiling and HVAC
5 duct work. Mold in the insulation in the walls and damaged wiring required removal also. AES
6 treated the mold, sprayed a fungicide on the walls and fogged UVL in the building. An air scrubber
7 ran for seven days after the treatment to the building.

8 Ms. Jemison bid the project out two years ago but funds to pay for repairs were not available. The
9 Ocracoke Occupancy Tax Board approved funds in the amount of \$29,000.00 (in FY2014) for a new
10 floor and these funds had to be used to pay for the repairs. Hyde County's portion of the bill is less
11 than \$10,000.00.

12 No action required.

13
14 **Update on Various Projects Ongoing In The County**

15
16 Clint Berry, Utilities Director, presented update on construction projects ongoing in the county.
17 Mr. Berry reported repairs are near completion at the Government Center. A storm door will be placed
18 on the roof access door to prevent water from blowing in; repairs to the Public Safety Center roof
19 started today with an expected 60-day completion; and, renovations to the East Carolina Bank – DSS
20 Building are progressing with a November 7 to 14 move in date.

21 **Swan Quarter Christian Church Parking Lot Upkeep**

22 Clint Berry, Utilities Director, requested approval to purchase a load of rocks for the Swan Quarter
23 Christian Church parking lot. Citizens use the parking lot on court days and other visits to the
24 Government Center. Mr. Berry will use Maintenance Department funds to pay for the rocks.

25 Commissioner Simmons moved to approve purchase of a load of rocks for the Swan Quarter Christian
26 Church parking lot. Commissioner Tunnell seconded the motion. The motion passed on the following
27 vote: Ayes –Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.

28 **Wireless Telecommunications Facility Located at Nebraska Road, Engelhard, NC**

29 Kris Noble, Planner, reported American Towers, LLC is applying for a new self-support wireless
30 telecommunications tower (known as AT&T Site #176-070 "Fall Guy"), to be located at Nebraska
31 Road, Engelhard, NC. An application was previously submitted for a tower to be located in the same
32 general vicinity on Great Ditch Road. That application was approved at the July 7 Board of
33 Commissioners meeting. It was later determined that the Great Ditch location is deemed to be in a
34 "Historical District" and was therefore not a suitable location. This application replaces the one
35 submitted in July. This tower represents AT&T's commitment to improve its service coverage in
36 Hyde County and has determined this location as an area of particular need. This tower is built for the

1 use of AT&T, as well as the use of other carriers in the future. Scope of work includes the installation
2 of a 315' (including the lightning rod) self-support wireless telecommunications tower. The Planner
3 has reviewed the Telecommunications Ordinance and found the application and proposed scope of
4 work to be compliant under the Ordinance. The Board of Commissioners must review and approve
5 applications before the building inspector can permit construction.

6 Commissioner Pugh moved to approve AT&T application for the installation of a 315' (including the
7 lightning rod) self-support wireless telecommunications tower at Nebraska Road, Engelhard, NC.
8 Commissioner Simmons seconded the motion. The motion passed on the following vote: Ayes –
9 Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.

10 **Resolutions – Plat Review Officer**

11 Kris Noble, Planner, requested approval of Resolution to approve Rosemary Johnson for appointment
12 as a Plat Review Officer and Resolution for revocation of Averi Simmons as a Plat Review Officer.
13 Ms. Johnson was approved as a Plat Review Officer at the September 9 meeting. Resolution
14 appointing Ms. Johnson and revoking Ms. Simmons are presented for approval so that they will be
15 officially recorded in the Register of Deeds office.

16 Commissioner Simmons moved to approve revocation of Averi Simmons as a Plat Review Officer for
17 Hyde County. Commissioner Pugh seconded the motion. The motion passed on the following vote:
18 Ayes –Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.

19 *Clerk's Note: A copy of "Resolution to Revoke Averi Simmons as Plat Review Officer for Hyde County, North
20 Carolina" is attached herewith as Exhibit C and incorporated herein by reference.*

21 Commissioner Simmons moved to approve appointment of Rosemary Johnson as a Plat Review officer
22 for Hyde County. Commissioner Pugh seconded the motion. The motion passed on the following
23 vote: Ayes –Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.

24 *Clerk's Note: A copy of "Resolution to Appoint Rosemary Johnson as Plat Review Officer for Hyde County, North
25 Carolina" is attached herewith as Exhibit D and incorporated herein by reference.*

26 **Official Depository – Yadkin Bank**

27 Corrinne Gibbs, Finance Officer reported on August 5, 2013 Vantage South Bank was declared the
28 Central Depository (retroactive to May 1, 2013) for Hyde County. Yadkin Bank recently purchased
29 Vantage South Bank (formerly ECB) and the County needs to declare Yadkin Bank its Central
30 Depository, effective Monday, September 22, 2014.

31 Commissioner Simmons moved to declare Yadkin Bank the Central Depository for Hyde County,
32 effective September 22, 2014. Commissioner Pugh seconded the motion. The motion passed on the
33 following vote: Ayes –Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting –
34 Fletcher.

1 **Renewal of Lobbyist Contract – McClees Consulting**

2 Manager Rich reported the current lobbyist contract with McClees Consulting will expire December
3 31, 2014. Mr. Rich requests Board of Commissioners approval to renew contract with McClees
4 Consulting at a cost of \$30,000.00. The McClees's are requesting an additional \$15,000.00 due to
5 dealing with Hyde County's federal issues. He reported that if funding is approved the additional
6 \$15,000.00 will come from Occupancy Tax, Manager's allocation for an assistant and grant funds.
7 There will be no increase to the budget.

8 Commissioner Simmons moved to direct the County Manager to present a counter-offer of \$25,000.00
9 to McClees Consulting for a one year contract. Commissioner Pugh seconded the motion. The motion
10 passed on the following vote: Ayes –Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or
11 not voting – Fletcher.

12 **NC DOT Encroachment Agreement – Outer Banks National**

13 Manager Rich reported the Outer Banks National Scenic Byway Committee requests Hyde County
14 Board of Commissioners approval of NC DOT Right of Way Encroachment Agreement for Non-
15 Utility Encroachments on Primary and Secondary Highways. The Scenic Byway Committee plans to
16 develop orientation panels for the Outer Banks National Scenic Byway. NC12 and various locations
17 beginning at the north end of Ocracoke Island proceeding to the NC DOT Ferry Terminal within the
18 Village of Ocracoke will be affected by this project. Elements include route signs, entrance signs,
19 orientation panels, medallion signs and other elements necessary to define and delineate the Scenic
20 Byway in Hyde County.

21 Commissioner Pugh moved to approve NC DOT and Hyde County Right of Way Encroachment
22 Agreement for Non-Utility Encroachments on Primary and Secondary Highways. Commissioner
23 Simmons seconded the motion. The motion passed on the following vote: Ayes –Pugh, Tunnell,
24 Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.

25 **Commissioner's Concerns**

26 **Commissioner Fletcher** – Tabled to next Board of Commissioners meeting on November 3rd due to
27 Mr. Fletcher's absence.

28 **Commissioner Simmons** – Fairfield Drainage System needs to be repaired. Mr. Simmons reported
29 \$146,000.00 operating budget for the system and suggested Golden LEAF grant application for
30 funding. Kris Noble, Planner will work with Debbie Cahoon and Daniel Brinn (S&W) to find the
31 money for this project.

32 **Commissioner Swindell** – Discussed employees use of electronic messaging and the need to revise
33 the County's Personnel Policy. Mr. Swindell stated citizens tax dollars are used to pay employees to
34 work. Some employees are defrauding County government by spending excessive time on smart
35 phones and/or Facebook, etc. Revisions to the Personnel Policy will be drafted and presented to the
36 Board for further discussion.

1 Budget Revisions

(FO Use) BR#	Department	Account #	Line Item Account Name/ Explanation	Debit	Credit
BR09-15	Healthy Communities	10.5830.4502	Community Health Assessment	\$ 4,500.00	
		10.3480.0005	Vidant Beaufort Hospital Grant		\$ 4,500.00
	<i>Hyde County Health Department is collaborating with Vidant Beaufort Hospital and the Outer Banks Hospital on completing the 2014 Hyde County Community Health Assessment (CHA). To assist with funding this joint collaborative, the Health Department has received \$4,500.00 from Vidant Community Benefit Grant Program to help cover primary data collection and report write-up through contract with ECU. While this budget revision does increase the budget for Healthy Communities, it does not require any local funding.</i>			\$ 4,500.00	\$ 4,500.00

2
3 Commissioner Pugh moved to approve BR09-15 Healthy Communities budget transfer as presented.
4 Commissioner Simmons seconded the motion. The motion passed on the following vote: Ayes –
5 Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting – Fletcher.
6

7 Management Reports:

8 **Commissioner Fletcher** – absent.

9 **Commissioner Tunnell** – asked that everyone remember Scott Coble’s family in their prayers. Mr.
10 Coble died from injuries sustained in an accident.

11 **Commissioner Simmons** – reported on the need to maintain County dikes to avoid salt water
12 intrusion.

13 **Commissioner Pugh** – attended the NC School District I meeting and Secretary of Commerce Sharon
14 Decker’s visit; and will attend the Albemarle Commission meeting in Manteo on the 16th.

15 **Chairman Swindell** – attended the Health Department Board meeting.

16 **Manager Rich** – reported four newly installed signs on Ocracoke are missing and Highway 12 will be
17 re-named Irvin Garrish Highway. Mr. Rich attended Secretary Decker’s visit and complimented Kris
18 Noble for a presentation made at the meeting. Golden LEAF has granted \$500,000.00 to the new
19 Revolving Loan Fund. New RLF Board members will be appointed and new guidelines to borrow
20 from will be written. He also proposed drainage around the trash containers at the Ocracoke Solid
21 Waste site; welcomed Assistant Finance Director Mimi VanNortwick; and reported Kris Noble is
22 working on two proposals for repairing the Engelhard Sanitary District Lagoon. Mr. Rich attended a
23 meeting in Tyrrell County on September 23rd where Seymour Johnson AFB Joint Land Use Study was
24 discussed; hosted the Partnership for Sounds meeting on September 30; and, joined the Boy Scouts of
25 America BTWH Committee. Manager Rich challenged the OSHA Public Safety Center Citation and
26 reported Hyde County is on the docket. He will meet with Jed Dixon, Ferry Director, to discuss
27 adding a ferry run to Swan Quarter. He also presented his September Calendar.

28 Public Comments:

29

30 Chairman Swindell called for comments from the public.

31 There being no comments from the public, Chairman Swindell continued the meeting.

1 **Closed Session**

2 Commissioner Swindell moved to enter into closed session in accordance with NCGS143A-318.11
3 (a)(6) – Personnel Matters. Commissioner Pugh seconded the motion. The motion passed on the
4 following vote: Ayes –Pugh, Tunnell, Simmons and Swindell; Nays – None; Absent or not voting –
5 Fletcher.

6 Commissioner Simmons moved to come out of closed session. Commissioner Pugh seconded the
7 motion. The motion passed on the following vote: Ayes –Pugh, Tunnell, Simmons and Swindell;
8 Nays – None; Absent or not voting – Fletcher.

9 Commissioners entered into closed session at 7:30p.m. and came out at 7:50p.m. No action taken.

10 **Adjourn**

11 Commissioner Simmons moved to adjourn the meeting. Mr. Pugh seconded the motion. The motion
12 passed on the following vote: Ayes –Pugh, Simmons, Swindell and Tunnell; Nays – None; Absent or
13 not voting – Fletcher.

14 The meeting adjourned at 7:55p.m.

15
16 Respectfully submitted:

17
18 Minutes approved on the 3rd day of November, 2014.
19

20
21 _____
22 Lois Stotesberry, CMC, NCCCC
Clerk, Hyde County Board of Commissioners

21 _____
Barry Swindell
Chair, Hyde County Board of Commissioners

23
24 **Attachments:**

25 Exhibit A: *“Proclamation – National Domestic Violence Awareness Month”*

26 Exhibit B: *“Resolution – CERTIFIED STATEMENT – FY2015 Rural Operating Assistance Program –*
27 *County of Hyde”*

28 Exhibit C: *“Resolution to Revoke Averi Simmons as Plat Review Officer for Hyde County, North Carolina”*

29 Exhibit D: *“Resolution to Appoint Rosemary Johnson as Plat Review Officer for Hyde County, North Carolina”*
30
31

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: November 3, 2014
Presenter: Kris Cahoon Noble
Attachment: Yes

ITEM TITLE: Public Hearing

SUMMARY: The Board of Commissioners will conduct a public hearing on Amendment of the Hyde County Code, Ocracoke Development Ordinance, Section 36-181.

RECOMMEND: CONDUCT PUBLIC MEETING

Motion Made By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Motion Seconded By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Vote: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

COUNTY OF HYDE

Board of Commissioners

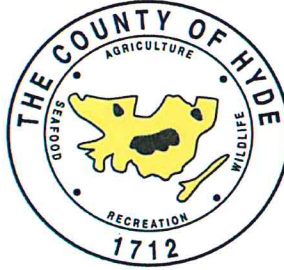
Barry Swindell, Chair
Earl Pugh, Jr., Vice-chair
Ben Simmons
John Fletcher
Dick Tunnell

30 Oyster Creek Road
PO Box 188
SWAN QUARTER, NORTH CAROLINA 27885
252-926-4400
252-926-3701 Fax

Bill Rich
County Manager

Fred Holscher
County Attorney

Lois Stotesberry, CMC, NCCCC
Clerk to the Board of Commissioners



October 28, 2014

PUBLIC HEARING

Hyde County Board of Commissioners

**Amendment of The Hyde County Code: Article VII; Section 36-181.
Ocracoke Development Ordinance**

The Hyde County Board of Commissioners will conduct public hearing on Amendment of the Hyde County Code, Ocracoke Development Ordinance, Section 36-181 on Monday, November 3, 2014, beginning at 6:00 p.m., or as soon thereafter as possible, in the Hyde County Government Center, Multi-Use Room, Swan Quarter and Ocracoke School Commons Area utilizing electronic conferencing equipment.

The purpose of this Public Hearing is to receive citizen questions and/or comments on Amendment of – Hyde County Code-Article VII, Ocracoke Development Ordinance, Chapter Thirty-Six; Section 181, Use of Travel Trailers by permit only.

Lois Stotesberry, CMC, NCCCC
Clerk to the Board of Commissioners

###

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: November 3, 2014
Presenter: Kris Cahoon Noble
Attachment: Yes

ITEM TITLE: Amendment of the Hyde County Code: Article VII; Section 36-181
Ocracoke Development Ordinance

SUMMARY: The Ocracoke Planning Board has reviewed and discussed the Ocracoke Development Ordinance –Section 36-181-(Use of Travel Trailers by permit only) at their regularly scheduled September and October meetings. The Planning Board has voted unanimously to recommend that the Hyde County Board of Commissioners approve the deletion of this entire section of the Ocracoke Development Ordinance. The Board feels that current state and federal regulations including, but not limited to, FEMA, CAMA, and state health sanitation regulations are adequate.

RECOMMEND: RECOMMEND APPROVAL OF AMENDMENT AS PROPOSED

Motion Made By: ___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ John Fletcher
___ Earl Pugh, Jr.

Motion Seconded By: ___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ John Fletcher
___ Earl Pugh, Jr.

Vote: ___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ John Fletcher
___ Earl Pugh, Jr.

AMENDMENT OF
OCRACOCKE DEVELOPMENT ORDINANCE
FOR HYDE COUNTY

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF HYDE COUNTY, NORTH CAROLINA, THAT THE OCRACOCKE DEVELOPMENT ORDINANCE AND THE ORIGINAL ORDINANCE #85 AS SUBSEQUENTLY AMENDED, IS HEREBY FURTHER AMENDED BY DELETION OF THE FOLLOWING IN ITS ENTIRETY:

ARTICLE VII, OCRACOCKE DEVELOPMENT
CHAPTER THIRTY-SIX; SUBDIVISIONS
DIVISION 2, ADMINISTRATIVE AND ENFORCEMENT

• **Sec. 36-181. - Use of travel trailers by permit only.**

(a)

Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Travel trailer means a wheeled vehicle originally intended to be used, or originally constructed so as to permit it to be used, for or as a conveyance upon the public streets or highways, duly licensable as such; or a towable trailer/camper constructed in such a manner as will permit occupancy thereof as a temporary residence or sleeping quarters for one or more persons; and designed for short-term occupancy, travel, and recreational and/or vacation use. For the purposes of this section, a travel trailer shall be a hard-sided, collapsible or non-collapsible, hard-roofed vehicle, including but not limited to self-propelled recreational vehicles (RV). This definition shall not include a car, truck or other vehicle designed primarily for transportation, even if it may be modified to resemble an RV.

Residential use means the location of a travel trailer on the same lot of record for a period of more than 30 days for the purpose of possible or intended use as a residence or sleeping quarters regardless of whether the travel trailer is actually utilized as a residence or sleeping quarters every day during said 30-day period and regardless of whether the travel trailer is utilized by different individuals as a residence or sleeping quarters during said 30-day period; the rental of a travel trailer to, or other permitted occupancy of a travel trailer by, someone other than the owner of the travel trailer for use as a residence or sleeping quarters for any period; or the use of a travel trailer as a residence or sleeping quarters for any period when connected to a septic system. Residential use of a travel trailer as specifically described hereinabove shall include its use as a sleeping quarters only, even if all other regular living activities, including but not limited to cooking and bathing, take place in another building.

(b)

Permits. A permit is required for use of a travel trailer.

(1)

A travel trailer must meet the following criteria in order to be eligible for a permit to allow residential use thereof.

a.

The travel trailer shall be and remain registered and insured in accordance with all applicable state division of motor vehicles (DMV) regulations.

- b. The travel trailer shall be and remain capable of passing all applicable DMV safety inspections. The development ordinance enforcement officer, in his discretion, may require the travel trailer to be inspected and pass an inspection before issuing a permit hereunder and at any time after a permit is issued.
- c. The travel trailer shall be and remain situated in such a way as to allow it to be connected to a motor vehicle and readily pulled onto a public roadway without the need to disconnect it from or move or dismantle structures such as, decks, stairs, outbuildings, other travel trailers, etc.
- d. The travel trailer shall be and remain permitted by the county health officer with regard to applicable county and state water and sewer regulations.
 - 1. Any water and sewer connections of the travel trailer shall be quick connect type connections that allow for the prompt removal of the travel trailer.
 - 2. For a self-contained travel trailer or a travel trailer which is used as sleeping quarters only, written approval from the county health officer shall be required, which approval must verify that the existing sewage disposal system on the property where the travel trailer is located is adequate to support the travel trailer when counted as an additional bedroom(s) under the pertinent provisions of this chapter.
- e. The travel trailer shall be and remain permitted by the building official with regard to the electrical power supply and connections from the power supply to the travel trailer; the construction of decks, stairs, outbuildings, etc.; and any other aspect of the state building code which may be applicable.
- f. The travel trailer shall be and remain permitted by any applicable federal, state and/or local agency, including but not limited to CAMA, having regulatory jurisdiction over the travel trailer and its use.
- g. The travel trailer shall be considered in conjunction with any other structure on the property on which the travel trailer is located and shall be and remain in compliance with the following provisions of the Ocracoke Development Ordinance as applied to single family residential use:
 - 1. Property and building minimum setbacks
 - 2. Minimum parking requirements
 - 3. Maximum percent of lot coverage
 - 4. Height restrictions
 - 5. Table of development standards.

(2)

The owner of the lot of record on which the travel trailer is located shall be responsible for applying for permits issued hereunder. Each application shall be accompanied by a license fee in the amount of \$10.00 for such permit.

(3)

A separate permit shall be required for each travel trailer being utilized as a residential use on a lot.

(4)

A permit is not transferrable to another travel trailer.

(5)

A permit shall be valid for a period of one year and must be renewed annually by the owner of the lot of record on which the travel trailer is located by application to the development ordinance enforcement officer.

(6)

Applications for the renewal of a permit shall be subject to any then current, applicable regulations as revised or amended.

(7)

The development ordinance enforcement officer, in his discretion, may schedule an on- site inspection of a travel trailer to assure compliance with all current regulations. Upon discovery of either noncompliance or lack of proper permitting, the enforcement officer will allow 30 days to comply and/or obtain permit. If after 30 days the travel trailer does not comply or is not permitted the enforcement officer may declare the travel trailer unavailable for use and force the removal of the travel trailer.

(8)

The owner of the lot of record on which a travel trailer is located for residential use shall certify in writing that the proposed use does not conflict with or violate any existing deed restrictions, property covenants, rights of way, or easements.

(c)

No part of this section shall apply or be applied to travel trailers which are legally existing under regulations in effect at the time of the adoption of this amendment.

(Ord. of 12-5-2011; Amd. of 4-2-2012)

Editor's note—

Ord of 12-5-2011, replaced § 36-181 in its entirety. Former § 36-181 pertained to campers and travel trailers as accessory uses to provide affordable seasonal and year-round housing.

This amendment was duly adopted by the Hyde County Board of Commissioners at a meeting on the 3rd day of November, 2014.

Barry Swindell, Chair
Hyde County Board of Commissioners

ATTEST:

SEAL

Lois Stotesberry
Clerk to the Board

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: November 3, 2014
Presenter: Manager Rich
Attachment: Yes

ITEM TITLE: INTRODUCTION

SUMMARY: Introduction of Cathy Davison, Albemarle Commission Executive Director. Ms. Davison began her duties in September and looks forward to serving the municipalities and counties in northeast North Carolina.

RECOMMEND: Welcome.

Motion Made By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Motion Seconded By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Vote: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Roanoke-Chowan News-Herald
Published 10-16-2014
By: Cal Bryant



Cathy Davison

After a four-year hiatus in Ohio, Cathy Davison has returned to northeastern North Carolina, accepting the position of Executive Director of the Albemarle Commission.

Prior to moving to Ohio, Davison served as Town Administrator for Murfreesboro from Aug. 1, 2007 until Feb. 26, 2010. She left Murfreesboro to serve as City Manager in Steubenville, Ohio. She remained City Manager there for a little over three and one-half years before taking on the positions of Finance Director for a non-profit social services agency, as well as being an adjunct member of the business and management faculty for Eastern Gateway Community College at the Steubenville and Youngstown, Ohio campuses.

Davison, a Michigan native, said she enjoyed her time up north, but was happy to return to North Carolina.

“I’ve been waiting for an opportunity to get back here,” Davison said. “It is a great honor to be named to this position with the Albemarle Commission and I look forward to serving the counties and municipalities in northeast North Carolina as we move forward economic development and workforce development, senior nutrition and aging services, as well as transportation and planning programs.”

Davison began her new duties last month, based in the Commission’s office in the Town of Hertford (Perquimans County). She was on the job for just a few weeks when the Commission, through the Northeast Workforce Development Board (NWDB), adopted a new Youth Program Incentive Policy.

She said the new policy allows NWDB Youth Program participants to be recognized and rewarded for their successes and achievements while participating in the federally funded Workforce Investment Act (WIA) related activities.

Participants will be recognized by the NWDB when they attain their high school diploma or GED certificate, reaching set reading and math goals, as well as receiving a career readiness certification. Importantly, participants have the opportunity to be involved in programs offering human resource development and soft and work readiness skills. For those participants that want to succeed, they will be thoroughly recognized and rewarded for their efforts.

Initially organized in 1969 under the direction of the U.S. Economic Development Administration, the Albemarle Commission is sanctioned as the lead regional organization for Region R by the federal government. It provides direct services and assistance in planning, program development and management, public-private partnerships and leadership in the counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington, as well as numerous municipalities, to include Columbia, Creswell, Duck, Edenton, Elizabeth City, Gatesville, Hertford, Kill Devil Hills, Kitty Hawk, Manteo, Nags Head, Plymouth, Roper, Southern Shores, and Winfall.

Davison received her degree in political science and legal studies from Anderson University in Indiana, and owns two Masters degrees – Organizational Leadership focused on public relations and marketing from the University of Denver, and Public Administration and Government Finance and Budgeting from Norwich University.

Prior to coming to Murfreesboro, Davison was the small business development manager for Franklin Southampton (VA) Economic Development, Inc.

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: November 3, 2014
Presenter: County Manager Bill Rich
Attachment: No

ITEM TITLE: EMPLOYEE OF THE MONTH

SUMMARY: Manager Bill Rich will announce the Employee of the Month.

RECOMMEND: Congratulations.

Motion Made By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Motion Seconded By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Vote: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: November 3, 2014
Presenter: Citizens
Attachment: No

ITEM TITLE: PUBLIC COMMENTS

SUMMARY: Citizens are afforded an opportunity at this time to comment on issues they feel may be of importance to the Commissioners and to their fellow citizens.

Comments should be kept to (3) minutes and directed to the entire Board, not just one individual Commissioner, staff member or to a member of the audience.

Time for one person cannot be used by another person.

Comments that reflect the need for additional assistance will be directed to the County Manager or referred to a future meeting agenda.

RECOMMEND: Receive comments.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: November 3, 2014
Presenter: Tammy Blake, HR Director
Attachment: Yes

ITEM TITLE: RESOLUTION REGARDING MEDICARE ELIGIBLE EMPLOYEES

SUMMARY: Human Resources Director Tammy Blake will present Medicare eligible employees requests to choose between Medicare and the County's health insurance plan.

RECOMMEND: Adopt.

Motion Made By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Motion Seconded By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Vote: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

COUNTY OF HYDE

Board of Commissioners

Barry Swindell, Chairman

Dick Tunnell, Vice-chair

John Fletcher

Earl Pugh, Jr.

Benjamin Simmons, III

30 Oyster Creek Road

P.O. Box 188

Swan Quarter, NC 27885



Bill Rich

County Manager

Fred Holscher

Attorney

Lois Stotesberry, CMC, NCCCC

Clerk to the Board

RESOLUTION REGARDING MEDICARE ELIGIBLE EMPLOYEES

WHEREAS, the County of Hyde has employees 65 years old and older, and

WHEREAS, these employees are now eligible for Medicare, and

WHEREAS, these employees should be given a choice to continue with County provided health insurance or have Medicare as their primary carrier, and

WHEREAS, supplemental Medicare policies are a cost savings to these employees;

NOW, THEREFORE, BE IT RESOLVED THAT THE Hyde County Board of Commissioners will resolve to allow employees to choose between Medicare or the County's health insurance plan during Medicare's open enrollment period or upon turning age 65. It will be the employee's responsibility to provide proof of the Medicare policy to the Human Resources Department before terminating from the County provided health insurance and sign a waiver declining the County's health coverage. The County will assist in offsetting the Medicare supplement by providing a 50% stipend of the County's individual health insurance premium on a monthly basis to the employee.

This the _____ day of _____, 2014.

By: _____
Chairman

Attest: _____
Clerk to Board

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: November 3, 2014
Presenter: County Manager Bill Rich
Attachment: Yes

ITEM TITLE: APPOINTMENTS

SUMMARY: Vacancies need to be filled on the following Boards:

1. Ocracoke Community Center Board (2)

Motion Made By:	<input type="checkbox"/> Barry Swindell	Motion Seconded By:	<input type="checkbox"/> Barry Swindell	Vote:	<input type="checkbox"/> Barry Swindell
	<input type="checkbox"/> Dick Tunnell		<input type="checkbox"/> Dick Tunnell		<input type="checkbox"/> Dick Tunnell
	<input type="checkbox"/> Ben Simmons		<input type="checkbox"/> Ben Simmons		<input type="checkbox"/> Ben Simmons
	<input type="checkbox"/> John Fletcher		<input type="checkbox"/> John Fletcher		<input type="checkbox"/> John Fletcher
	<input type="checkbox"/> Earl Pugh, Jr.		<input type="checkbox"/> Earl Pugh, Jr.		<input type="checkbox"/> Earl Pugh, Jr.

2. Golden LEAF – Revolving Loan Fund Committee (3)

Motion Made By:	<input type="checkbox"/> Barry Swindell	Motion Seconded By:	<input type="checkbox"/> Barry Swindell	Vote:	<input type="checkbox"/> Barry Swindell
	<input type="checkbox"/> Dick Tunnell		<input type="checkbox"/> Dick Tunnell		<input type="checkbox"/> Dick Tunnell
	<input type="checkbox"/> Ben Simmons		<input type="checkbox"/> Ben Simmons		<input type="checkbox"/> Ben Simmons
	<input type="checkbox"/> John Fletcher		<input type="checkbox"/> John Fletcher		<input type="checkbox"/> John Fletcher
	<input type="checkbox"/> Earl Pugh, Jr.		<input type="checkbox"/> Earl Pugh, Jr.		<input type="checkbox"/> Earl Pugh, Jr.

RECOMMEND: Appoint.

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: November 3, 2014
Presenter: Kris Cahoon Noble
Attachment: No

ITEM TITLE: Appointment of Committee members for the Hyde County Economic Development Revolving Loan Fund (RLF) Program for Golden Leaf Foundation Funds

SUMMARY: We are requesting approval of the following requirement for Committee members of the Hyde County Economic Development Revolving Loan Fund (RLF) Program for Golden Leaf Foundation funds:

The Committee shall consist of three members, including:

- One (1) member of the Board of Commissioners
- One (1) individual involved in the Hyde County lending industry
- One (1) Hyde County business owner or manager

The County Manager, the County Attorney, and the Revolving Loan Fund Administrator and any technical consultant that the county may desire to retain, will serve as on the RLF Committee in an ex officio manner. The Committee will select a chairman from its membership, but the county commissioner may not serve as the chairman.

The term of the RLF Committee member shall be at the will of the Board of Commissioners.

RECOMMEND: APPOINT EARL PUGH, JR., ART KEENEY, AND TOMMY HUTCHERSON

Motion Made By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Motion Seconded By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Vote: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: November 3, 2014
Presenter: Kris Cahoon Noble
Attachment: Yes

ITEM TITLE: Guidelines for the Hyde County Golden Leaf Economic Development Revolving Loan Fund (RLF) Program

SUMMARY: In June, Hyde County was awarded \$500,000 from the Golden Leaf Foundation to expand the existing CDBG revolving loan fund. The guidelines for the existing revolving loan fund reflect the criteria required for CDBG revolving loan funding. A new set of guidelines have been written to match the criteria and requirements for the new revolving fund grant from Golden Leaf Foundation. We are requesting approval of the new guidelines for the Hyde County Economic Development Revolving Loan Fund (RLF) for Golden Leaf grant funds. The new guidelines include the removal of the requirement to meet eligibility criteria related to loans and job creation for low-to-moderate income individuals, loan ratio requirements and current minimum/maximum loan amounts.

RECOMMEND: DISCUSS & RECOMMEND APPROVAL OF THE GUIDELINES FOR THE HYDE COUNTY ECONOMIC DEVELOPMENT REVOLVING LOAN FUND (RLF) FOR GOLDEN LEAF FOUNDATION FUNDS.

Motion Made By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Motion Seconded By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Vote: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

COUNTY OF HYDE

**ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND (RLF) PROGRAM
FOR
GOLDEN LEAF GRANT FUNDS**

PROGRAM GUIDELINES

NOVEMBER, 2014

TABLE OF CONTENTS

	<u>Page</u>
Section 1 - Purpose and Types of Assistance Available	1
Section 2 - RLF Revenues	1
Section 3 - Financial Administration	1
Section 4 - Project Need and Eligibility Requirements	2
Section 5 - Revolving Loan Fund Committee	5
Section 6 - Revolving Loan Fund Administrator	6
Section 7 - Loan Evaluation and Selection/Approval Guide	6
Section 8 - Credit Underwriting Standards	7
Section 9 - Loan Documents & Loan Security	8
Section 10 - Amount of RLF Assistance Available	8
Section 11 - Loan Terms	8
Section 12 - Loan Application Processing	9
Section 13 - Technical Assistance	10
Section 14 - Program Marketing	11
Section 15 - Source and Amount of Funds	11
Section 16 - Citizen Participation Plan	11
Section 17 - Use of Funds	11
Section 18 - Minimum Activity Required	12
Section 19 - Monitoring of Development Projects	12
Section 20 - Amendments	13

HYDE COUNTY
ECONOMIC DEVELOPMENT REVOLVING LOAN FUND (RLF) PROGRAM
FOR GOLDEN LEAF GRANT FUNDS

The Board of Commissioners of Hyde County hereby establishes a Revolving Loan Fund Program (RLF) by virtue of G.S. 153A-376 which enables the county to undertake lending for community and economic development, employment and enhancement of the Hyde County Tax Base.

Section 1 - Purpose and Type of Loans Available:

The purposes of the Revolving Loan Funds are as follows:

- A. The creation of new jobs opportunities and the retention of existing jobs within Hyde County.
- B. To enable private business development to occur within Hyde County that would not occur without a loan from the Revolving Loan Fund Program.
- C. To increase skill levels of Hyde County workers through training and improved opportunities.
- D. To assist entrepreneurs who create or retain jobs for residents of Hyde County.
- E. To provide the maximum benefit for each Revolving Loan dollar while leveraging the maximum amount of other funds.

A strong application will include a narrative describing the attainment of these objectives, and will demonstrate the need for funding the proposed project.

Loans will be provided to eligible applicants for land, buildings, equipment, privately-owned utilities improvements, and/or working capital.

Section 2 - RLF Revenues:

The RLF shall be funded solely from the county's Revolving Loan Fund and any interest generated from the RLF fund balance and all interest and principal earned from loans made out of the RLF fund balance. A minimum RLF balance of \$25,000 shall be maintained by the RLF Finance Officer at all times. No loan may be made unless there exists sufficient funds in the RLF account to fund the loan at the time the application is approved by the RLF Committee.

Section 3 - Financial Administration:

All RLF funds shall be deposited in a separate interest-bearing account in the depository utilized for the Hyde County General Fund. The RLF Finance Officer shall determine the type of account utilized for deposit/disbursement of RLF funds. The County Finance Officer shall function as the RLF Finance Officer. The RLF Finance Officer, or a designated representative in case of his/her absence, shall be responsible for the following functions:

- A. Approval of all disbursements made from the RLF.
- B. Set up and monitoring of all individual RLF loans, including preparation of amortization schedules and monitoring of loan paybacks/principal balances.
- C. Deposit of all program income (loan payments) received.
- D. Quarterly accounting of RLF balance and individual loan principal balances to the RLF Committee and Golden Leaf Foundation.
- E. Coordination of annual audit.

The Board of Commissioners shall designate the RLF Administration and the County Manager, in conjunction with the Finance Officer, to approve disbursements from the RLF, and approve invoices to be disbursed from the RLF.

The Finance Officer or any county official or employee authorized to sign county checks may sign checks written with RLF monies. The RLF Administrator or the County Manager must fill out and execute a disbursement request form, accompanied by an invoice or proper documentation, and submit the authorization to the Finance Officer prior to any disbursement from the RLF.

Section 4 - Project Need and Eligibility Requirements:

All RLF loans must be eligible activities based on Golden Leaf and County standards. All loans are subject to review by and the affirmative recommendation of the RLF Committee, and review and approval by the county Board of Commissioners. The RLF Committee and the Board of Commissioners reserve the right to reject any application for a RLF loan as long as the rejection is not found to be discriminatory or otherwise in conflict with federal and state law.

Applicants for a RLF loan will be required to participate in a pre-application conference prior to developing an application for a project. The holding of a pre-application conference and the participation in that conference by the principals of a company or companies to benefit from potential funding may be considered ample evidence that the availability of this financing is an essential requirement in the decision to create jobs benefiting, either through the creation or retention of such jobs. One program requirement is to establish that a loan made under this program is not replacing private loan funds available to a private sector entity in normal commercial channels. When the client benefiting from any such provisions requires confidentiality for his identity or his corporate and personal financial records, those parts of the records of the pre-application conference may be exempted from the open meetings requirements if the documents containing such data are marked "Proprietary" or "trade secret data." When companies or their banks present confidential or proprietary financial analysis and recommendations, they will also be exempt from the open records requirement as long as the documents containing such data are marked "Proprietary" or "trade secret data." As the final documentation in an application will be subject to full public review, these documents must be so marked and identified. In the pre-application conference, the potential employer will be made aware of all reporting mechanisms on the number of people actually employed.

If another facility owned by the benefiting private entity or its associated companies is to be closed, or if such a facility is to be the site for a "lay off" of employees, and if that production is to be moved to the potential location, the company will be required to document that the community or communities involved in the closing or in the layoffs will have a net gain in jobs because of other company activities. A net loss of jobs in those communities will be documented by the RLF Administrator and included in his/her presentation to the RLF Committee as a negative aspect of the proposed application.

The minimum requirements for a project to be considered for a RLF loan are as follows:

- A. The project must be located within Hyde County.
- B. The project must be a private development project creating or retaining at least one (1) new permanent full-time equivalent (FTE) job. Temporary jobs (e.g., construction) do not count. All references in these guidelines to jobs created or retained shall mean permanent FTE jobs. A full-time equivalent job shall be calculated according to instructions included in the application instructions.
- C. Jobs retention projects will only be considered if the applicant clearly demonstrates that jobs will be lost without participation in the RLF program. Additionally, the application rating system rates job creation projects higher than job retention projects, all other factors being equal.
- D. RLF participation must be needed for the project to succeed. The applicant must clearly demonstrate that the job creation or retention project will not be as successful without RLF program participation; i.e., "but for" participation by the RLF program, this project will not place in the RLF area. Examples of demonstration of project need include:
 - (1) Project pro-forma shows that the project will not have sufficient cash flow to pay total commercial lending institution debt service projected at current market rates.
 - (2) Applicant can document that maximum available private lending combined with available equity financing are not sufficient for the project.
 - (3) Applicant can demonstrate that without RLF participation, the project will not be located in the RLF area.
- F. The amount of RLF loan requested must be reasonable and shall be loaned at rates which can economically accommodate the needs of the project.
- G. The project must be in conformance with local, state and federal laws, policies, and land use regulations. The applicant should be able to demonstrate that all required building and environmental permits can be obtained.
- H. The applicant must be a corporation in good standing and eligible to do business in North Carolina, a partnership of same qualifications, or a sole proprietorship.
- I. Loans shall be made only for land, buildings (and improvements thereto), capital equipment and related development costs, including privately-owned water, sewer, roadway, or drainage improvements; and working capital.

- J. RLF loans may not be used for refinancing existing debt.
- K. RLF loans must meet the minimum threshold of one (1) job created/ retained for each \$15,000 in RLF funds committed by Hyde County. The Hyde County Board of Commissioners may waive this requirement, however, if a proposed development project will have significant positive direct and indirect economic impacts upon the citizens of Hyde County other than direct job creation. However, such a project must meet the minimum job creation/retention criteria outlined under B. above.
- L. The applicant must satisfactorily show with a two-year pro forma the applicant's ability to meet all RLF and other debt service requirements.
- M. The RLF contribution must not be more than 75% of total project cost or value.
- N. No RLF loans shall be made unless Hyde County has firm commitment from Borrower which guarantees the availability of non-RLF matching funds or equity (owner equity, bank loans, other local, state, or federal RLF program funds, etc. and at the discretion of the Hyde County Board of Commissioners enhanced value from Sweat equity can be considered).
- O. In general, RLF loans shall not be made unless separate collateral is available in an amount necessary to secure 100% of the RLF loan. This security may be real property, equipment, etc., which is not currently or proposed to be utilized as security for a non-RLF loan. However, the Revolving Loan Fund Committee may recommend that an RLF loan be made in a case where adequate security is not available, if
 - a) The project is a purchase of an existing business with evidence of historical cash flow that substantially exceeds RLF and other debt burden over the required pro forma period; and
 - b) The marginal unsecured debt from a new loan will not result in a total unsecured debt to the Hyde County RLF that exceeds 10% of the sum of the fund balance and unpaid principal balances on all outstanding RLF loans.
- P. The applicant must submit evidence that private or other non-RLF funded sources will provide the funds necessary for the project (private loan(s), equity, etc.) to fund the portion of the project cost not funded by the RLF loan. Firm letters of commitment are required. The only unsatisfied condition permitted will be approval of the RLF loan.
- Q. The applicant must furnish a letter of commitment to carry out the project if the RLF loan is made, and must execute a Promissory Note and all other loan documents prior to the release of RLF funds

Section 5 – Revolving Loan Fund Committee:

A Revolving Loan Fund Committee will be appointed by the Hyde County Board of Commissioners to oversee the Golden Leaf grant funds. The RLF Committee will review loan applications, determine whether loan applications are appropriate for the program, determine credit worthiness of borrowers, and evaluate the economic feasibility of eligible projects. The RLF Committee shall report its findings on all applicants to the Board of Commissioners. The RLF Committee can negotiate loan terms with applicants, but final authority for settling terms and approving loans shall rest with the Board of Commissioners. The RLF Committee shall meet, as necessary to meet pre-application and application review requirements outlined in Section 12.

The RLF Committee shall consist of three members, including:

- (1) One member of the Board of Commissioners;
- (2) One individual involved in the Hyde County lending industry;
- (3) One Hyde County business owner or manager;

The County Manager, the County Attorney, and the Revolving Loan Fund Administrator, and any technical assistance consultant that the county may desire to retain, will serve the RLF Committee in an ex officio manner.

The RLF Committee shall choose a chairman from its membership, but the county commissioner may not serve as chairman.

Section 6 – Revolving Loan Fund Administrator for Golden Leaf Grant Funds

The Revolving Loan Fund Administrator and his/her staff will assist the county staff in managing the Revolving Loan Fund. The duties of the RLF Administrator shall include, but not necessarily be limited to, the following:

- (1) Review and update of these RLF Guidelines, application forms and instruction, and other RLF-related documents as required.
- (2) Provision of technical assistance to RLF applicants.
- (3) Preliminary review and rating of pre-applications and applications for RLF assistance.
- (4) Function as liaison between applicants and the RLF Committee and Board of Commissioners.
- (5) Provide technical assistance to the RLF Finance Officer.
- (6) Monitor project job goals, RLF disbursements, project implementation, non-RLF expenditures, and loan payback status.

Section 7 - Loan Evaluation and Selection/Approval Criteria:

Each loan shall be evaluated by the RLF Committee according to the criteria below. In rating categories requiring subjective analysis by the reviewers (project feasibility, innovation, etc.), every attempt will be made to

review the strengths and weaknesses of applications with respect to applications previously reviewed, to ensure as objective a rating process as possible. The maximum number of points is 1000. The rating criteria are as follows:

Profit Feasibility
Hyde County Economic Development
Revolving Loan Fund

A. Project Feasibility

<u>Category</u>	<u>Points</u>
1) Quality of Marketing Plan	0-100
2) Staff Experience/Management Plan	0-100
3) Schedule/Project Implementation Plan	0-100
4) Cost Effectiveness	0-100
5) Financial History/Stability	0-100
6) Strength of 2-Year Pro Forma	0-100
7) Project Innovation/New Technology	0-100
8) Job creation/retention as a ratio to money loaned	0-100
9) Percentage of RLF to total value	0-100
10) <u>Employee benefits</u>	0-100
Maximum Points - Project Feasibility	1000

The rating of project feasibility will be based on the RLF Administrator's and RLF Committee's review.

Section 8 - Credit Underwriting Standards:

No loan shall be made unless the RLF Committee determines that the project and the owner(s) are acceptable credit risks. Customary loan underwriting practices shall be used including review of the projects, financial history, and pro forma. Underwriting practices for the RLF program will differ from bank lending practices. For example, a bank may only provide 50% financing for a particular type of project. The fact that the applicant requests 75% financing from the RLF program should not preclude the RLF loan being made.

The following minimum criteria shall be used in determining the soundness of the loan:

- A. Credit history of the company (and/or owners as appropriate).
- B. Market feasibility of the project, and project management plan.
- C. Experience and past performance of company (and/or owners as appropriate) related to the project; experience of key management personnel.
- D. Two-year project pro forma (showing project's private loan and RLF loan debt service as proposed in the application).
- E. Security for loan.

- F. Applicant's historical financial statements.
- G. Other factors that the RLF Committee may deem appropriate.

Section 9 – Loan Documents and Loan Security:

Loan documents must be properly recorded and must include a promissory note and appropriate security instruments, such as a Deed of Trust on real property and a Uniform Commercial Code (UCC) statement on equipment and other personal property. In addition, the borrower shall provide Hyde County with title insurance for secured real property, flood and hazard insurance with the county listed as lien holder for secured real property or equipment, and Builder's Risk Insurance with the county listed a lien holder for construction projects.

Section 10 - Amount of RLF Assistance Available:

The minimum loan amount available is \$15,000 and the maximum grant/loan amount is \$250,000.

Section 11 - Loan Terms:

Due to the nature of this program, flexible loan rates and deferral periods are permitted to the degree needed to ensure positive cash flow and ultimate project success. Monthly payments of principal and interest on the unpaid balance beginning with the first quarter of the loan term and ending with the last quarter shall be considered the norm. Any deviation from the norm shall be justified by the applicant through the cash flow analysis in the project pro forma and other supporting documentation (need to provide a payroll surplus or capital equipment fund, etc.). The following minimum criteria shall be followed except as noted below:

- A. Interest charges will be the lesser of the interest rate available for a similar project through a commercial lender on the amount necessary for the project to achieve its expected economic outcomes, however, no loan shall be made for less than 50% of the prime rate; all loan rates shall be fixed for the life of the loan..
- B. Principal payments shall not be deferred for a period greater than two (2) years.
- C. Interest payments shall not be deferred for a period greater than two (2) years. Any interest deferred shall be added to the principal at the end of the deferment period to create a new principal balance.
- D. If deferral of principal and/or interest is requested, Hyde County will require that two-year pro forma submitted with the application be extended for a period equal to the deferral period, to allow an analysis of income and cash flow during a full two year period of RLF loan payments.
- E. Deferral periods must be justified by analysis of the projected cash flow statement, and shall not extend longer than the time when projected cash flow will allow payment of principal and deferred interest or two (2) years whichever comes first.

- F. RLF loan terms should be based on the average useful life of the asset to be financed, as evidenced in the following examples:

<u>Asset</u>	<u>Approximate Useful Life</u>
Real Estate Purchase	30 years
Building Rehabilitation/Construction	20 years
Machinery and Equipment	10 years
Furniture and Fixtures	5 years

If the loan is to be used to finance more than one type of asset, a weighted average should be used. For example, if 25% of the loan is to be used for construction and 75% for machinery, the life of the loan should not exceed 12.5 years (25% x 20 years plus 75% x 10 years).

Section 12 - Loan Application Processing:

The RLF application approval process involves three steps: a pre-application review, an application review, and approval by the Hyde County Board of Commissioners.

A short pre-application form and informational brochure about the Hyde County Economic Development Program can be picked up at the Hyde County Planner's office in Swan Quarter at any time during normal business hours. The pre-application will request general information about the proposed project and preliminary evidence if a financing gap exists, and will also require a short business history. Technical assistance will be available during the pre-application process, as discussed below.

Completed pre-applications should be mailed or delivered to the RLF Loan Administrator in care of the County Planner. The RLF Loan Administrator will review each pre-application and if the Loan Administrator judges that a project warrants moving forward, the pre-applicant will be asked to attend a pre-application conference with the RLF Administrator to discuss project requirements and to pick up a full application package. At that meeting, the RLF Administrator will review submittal requirements in detail, and review eligibility requirements with the applicant.

Two copies of the completed RLF application must be submitted to the RLF Administrator in care of the County Planning Department. The RLF Administrator will review the application and provide a written outline to the RLF Committee concerning the rating of the application, including a recommendation of approval or rejection. The RLF Committee will convene to make a funding recommendation within 45 days of receipt of a properly documented RLF application by the RLF Administrator. Final loan awards (or rejections) shall be made at the next regularly scheduled Board of Commissioners' meeting following a recommendation by the RLF Committee, and the county will then mail a notification of loan award letter to the applicant.

The RLF Finance Officer will approve an initial RLF disbursement to an RLF grantee following receipt of the following items by Hyde County:

- (a) Completed RLF application and supporting documentation requested by the RLF Administrator and/or RLF Committee;
- (b) Documentation of RLF Committee and Board of Commissioners approval of RLF loan;
- (c) Evidence that other funds needed to complete the project have been provided and are currently available for project use;
- (d) Promissory note;
- (e) Deed of trust;
- (f) Security agreement, UCC statement;
- (g) Evidence that the borrower and the county officials are authorized to execute (d), (e), and (f) above; and
- (h) Other documents as the county may deem appropriate.

Section 13 - Technical Assistance:

The county may, at its discretion, provide technical assistance to applicants and those interested in the program to further the purposes of the program, to determine that interested applicants are appropriate for the program, to market the program, and to assist applicants in completion of the pre-application, application, and supporting documentation.

Technical assistance will be provided by the Small Business and Technology Development Center at Elizabeth City State University, the Small Business Center at Beaufort Community College, and the Albemarle Commission.

Section 14 - Program Marketing;

The RLF program may be marketed through some of the following mechanisms:

- (1) Annual mailing of RLF informational brochure to existing businesses in Hyde County.
- (2) Annual meetings with:
 - a. N.C. Department of Commerce - Commerce Finance Center.
 - b. Albemarle Commission.
 - c. All local and regional economic development groups.
- (3) Semi-annual public notices of RLF availability in a newspaper having general circulation in Hyde County and weekly postings on Hyde Happenings.
- (4) Other means that the county may deem appropriate.

Section 15 - Source and Amount of Funds;

The only funds used to fund this RLF will be program income from the Golden Leaf grant, any subsequent RLF grant, and interest from the RLF. All RLF proceeds from principal and interest will be turned back into the RLF for making new RLF loans.

Section 16 - Citizen Participation Plan:

These RLF program guidelines, application forms and instructions, and RLF informational brochures will be available for public inspection at the Hyde County Planner's office at the County Courthouse. All meetings of the RLF Committee will be open to the public. Notices of RLF Committee meetings will be posted in the County Courthouse, and published in a newspaper having general circulation no later than seven (7) calendar days prior to each meeting of the RLF Committee. The RLF Administrator shall provide the Hyde County Board of Commissioners with a written summary of all RLF Committee meetings, including a copy of quarterly RLF Finance Officer reports submitted to the RLF Committee as outlined in Section 3. Additionally, as stated above in Section 14, semi-annual news releases summarizing program status will be published in a newspaper having general circulation in Hyde County.

Section 17 - Use of Funds:

Hyde County Economic Development Revolving Loan Funds will be utilized to provide loans to privately owned, for profit business undertakings located in Hyde County, North Carolina. Loans may be made only for the purchase of real property or capital improvements including machinery, equipment, furnishings, site improvements, privately owned water supply/storage and sewage disposal systems, or working capital.

Section 18 - Minimum Activity Required:

These guidelines are subject to withdrawal by Hyde County if minimum activity does not occur. Minimum activity shall be defined as the use during any fiscal year of 30 percent of the fund balance at the beginning of that fiscal year. If minimum activity does not occur, the county shall amend these guidelines as required to encourage participation by area businesses, understanding that at all times, the fund will comply with terms of the Golden Leaf Foundation Grantee Acknowledgement & Agreement for the project. However, eligibility requirements outlined in Section 4 shall not be weakened.

Section 19 - Monitoring of Development Projects:

All projects will be monitored regularly by the RLF Administrator. During construction and initial hiring phases, the participant will submit quarterly reports on expenditures and project progress. After construction and initial hiring is completed, annual reports will be required.

Financial monitoring shall include the following safeguards and required submittals:

- A. All requests for RLF funds from a recipient must be made on a disbursement request form, signed by the business manager or owner, and accompanied by supporting documentation such as closing statements, invoices, etc., indicating that RLF funds are being used to finance eligible activities.

- B. Quarterly expenditure reports shall include a statement from a reputable accounting firm or the firm's financial officer summarizing cumulative non-RLF expenditures obligated in the Legally Binding Commitment.
- C. Loan Payments: Loan statements will be mailed by Hyde County. If a loan payment is more than ten days overdue, the RLF Administrator or Finance Officer will mail an overdue notice to the recipient, with a follow-up letter at 30 days overdue. Any loan recipient who is over ten days overdue for three consecutive months, or overdue by more than 45 days for any payment, may be declared in default.
- D. Project Schedule: If a recipient falls behind the project schedule included in the application by more than six months, Hyde County reserves the right to withhold remaining RLF funds until substantial progress is made.

Section 20 - Amendments:

The RLF policy may be amended by vote of the Hyde County Board of Commissioners at any time, understanding that at all times, the fund will comply with terms of the Golden Leaf Foundation Grantee Acknowledgement & Agreement for the project.

The foregoing Economic Development Revolving Loan Fund (RLF) Program was adopted at the regular meeting of the Board of Commissioners of the County of Hyde held on the 3rd day of November, 2014.

Chairman, Hyde County Board of Commissioners

Clerk to the Board

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: November 3, 2014
Presenter: Kris Cahoon Noble
Attachment: Yes – Revolving Loan Application Engelhard Red & White

ITEM TITLE: REVOLVING LOAN APPLICATION ENGELHARD RED & WHITE PARKING PROJECT

SUMMARY:

This project will enhance business services at the Red & White while also providing tremendous public benefit to the citizens of Hyde County. Engelhard is the most economically active township on the mainland with numerous shops, gas stations and other amenities. Currently, Engelhard has no public parking. The site improvements and addition of this public parking area will benefit Engelhard as a community and economically while providing utility to the County and needed infrastructure to the business.

The security for this project is a lease hold through a ten year easement granted by the Red & White to the County of Hyde. Hyde County will enter into a lease agreement with Red & White on the parking lot property and will pay \$500.00 each month to the Red & White in return for the parking easement for a period of 10 years. The resulting value of that lease is \$60,000. The revenue from this monthly payment will be collateral for the \$506.23 that Red & White will pay back into the Hyde County Revolving Loan Fund each month for a period of ten years.

Mr. Williams is requesting a loan from the Hyde County Revolving Loan Fund in the amount of \$50,000.00 to repave the existing parking lot at the Engelhard Red & White in Engelhard, NC. Mr. Williams has provided a proposal from Ready Contractors, Inc. The scope of work includes the installation of a 1 ½ "asphalt overlay on the existing asphalt and striping. Total cost is estimated at \$51,800.00. Any additional costs that may be incurred are subject to approval by Mr. Williams. In exchange, Mr. Williams will grant Hyde County a 10 year parking easement on the entirety of the Red & White parking area at a leased amount of \$500.00 per month for 10 years. The value of this lease is \$60,000 and will serve as collateral for the loan.

Mr. Williams is requesting a 10-year amortization at a fixed rate of 4.00%. Monthly payments for a 10-year amortization are approximately \$506.23. Payments will commence thirty (30) days from the loan date and are due on the 1st of each month, until paid in full.

RECOMMEND: Discussion and approval.

Motion Made By: ☐ Barry Swind
☐ Dick Tunnell
☐ Anson Byrd
☐ John Fletcher
☐ Earl Pugh, Jr.

Motion Seconded By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Anson Byrd
☐ John Fletcher
☐ Earl Pugh, Jr.

Vote: ☐ Barry Swindell
☐ Dick Tunnell
☐ Anson Byrd
☐ John Fletcher
☐ Earl Pugh, Jr.

**HYDE COUNTY
NORTH CAROLINA**

**ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND**

**Christopher L. Williams
Engelhard Red & White
Parking Project**

APPLICATION FOR EXPANSION OF AN EXISTING BUSINESS

TABLE OF CONTENTS

Application Contents

Table of Contents
Application Summary Form
Project Description Form
Project Source and Use Form
Project Private Commitment Form
Project Needs Form
Project Feasibility Form
Activities Schedule Form
Maps

Attachments

- A. Verification of Project Costs/Cost Breakdown by Activity
- B. Amortization Schedule

HYDE COUNTY ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND
APPLICATION SUMMARY

1. APPLICANT a. Name: Christopher L. Williams/Engelhard Red & White b. Street/P.O. Box: P.O. Box 353 c. City: Swan Quarter, NC d. Zip Code: 27885 e. Contact Person: Christopher L. Williams (Cell: 252-945-7291) f. Telephone No.: (252) 925-3621 (Engelhard Red & White)		
2. Project Number	3. Project Name	4. RLF Funds Requested
	Red & White Parking Project	\$50,000.00
5. CERTIFICATION a. To the best of my knowledge and belief, data in this application is true and correct, the applicant will comply with the certifications in the attached Private Commitment Form if the assistance is provided.		b. Typed Name and Title of Authorized Representative Christopher L. Williams c. Signature d. Date
FOR HYDE COUNTY USE ONLY		
6. Date Received _____	8. Action Taken _____ Funded _____ Not Funded _____ Withdrawn	9. Amount Funded: \$ _____
7. Application Number _____		

PROJECT DESCRIPTION FORM

1. **Name of Applicant:** Christopher L. Williams/Engelhard Red & White
2. **Application Date:** October 28, 2014
3. **Project Name:** Parking Project-Engelhard Red & White
4. **Description:**
 - a. **Briefly describe the existing business (products/services offered, basic project goals and objectives):**

Engelhard Red & White provides retail groceries and fresh produce to Engelhard and surrounding communities. The property is in close proximity to the old East Carolina Bank building recently gifted to Hyde County and slated for use by the Hyde County Department of Social Services. It is the goal of this loan to pave the Red & White parking lot to be utilized through a legal easement for parking by Hyde County employees and the general public conducting business at the Department of Social Services while providing better quality infrastructure to the business and surrounding community.

- b. **Proposed location of existing business (included location map):**

Engelhard Red & White, 25 Lazy Lane, Engelhard, North Carolina, Hyde County

- c. **Briefly describe how RLF and other funds (bank loans, owner equity, etc.) will be used during property acquisition, construction, and/or expansion of the existing business:**

RLF funds will be used to repave existing parking lot.

1. Name of Applicant: Christopher L. Williams/Engelhard Red & White							
2. Project Name: Site Improvements-Engelhard Red & White							
3. Source of Project Funds:							
A. RLF Funds Requested: \$ 50,000.00							
RLF Project Resources Source A. \$ 50,000.00 Source B. \$ 1,800.00							
Total Project Funds: \$51,800.00							
4. TOTAL PROJECT RESOURCES:							
Use of Funds (List major expenses separately)	Hyde County Revolving Loan	Owner Contribution					Total Cost
a. Acquisition							
(1)							
(2)							
b. Water							
c. Sewer							
d. Construction/ Rehabilitation							
e. Working Capital							
(1)							
(2)							
(3)							
f. Machinery/ Equipment							
(1)							
(2)							
(3) Other							
(4) Other							
g. Site Improvements	\$50,000.00	\$1,800.00					
h. (1) Other							\$51,800.00
(2) Other							
i. TOTAL	\$50,000.00	\$1,800.00					\$51,800.00

PROJECT PRIVATE COMMITMENT FORM

As 100 % owners (title) of this company, we commit to the following actions, as described more fully in the project application:

- a. Utilize funds to contract with Ready Contractors to install 1 ½" asphalt overlay on existing asphalt and provide striping to the entirety of the Red & White Parking lot.
- b. Enter into a formal easement with the County of Hyde to provide unlimited parking for citizens and employees utilizing the Hyde County Department of Social Services building located adjacent to the Red & White parking area.
- c. Begin project activities only following execution of a legally binding commitment and grant agreement and the release of other conditions, if any, placed on the grant by Hyde County.
- d. Complete project activities by no later than December 15, 2014.

My company is committed to undertake this project and but for the provision of the RLF assistance this project will not be undertaken.

Signed _____ Date _____ Title _____

Signed _____ Date _____ Title _____

Name of Business **Engelhard Red & White**

PROJECT NEEDS FORM

1. **Name of Applicant:** Christopher L. Williams/Engelhard Red & White

2. **Project Name:** Engelhard Red & White Parking Project

3. **Relationship between Project Activities and Job Claim:**

This project will enhance business services at the Red & White while also providing tremendous public benefit to the citizens of Hyde County. Engelhard is the most economically active township on the mainland with numerous shops, gas stations and other amenities. Currently, Engelhard has no public parking. The site improvements and addition of this public parking area will benefit Engelhard as a community and economically while providing utility to the County and needed infrastructure to the business.

4. **Total Documented Project Financing Needs:**

Please see attached proposal from Ready Contractors #3433 for scope of work and total cost.

5. **Verification of RLF Need**

(a) **Loan Amount:** \$50,000.00

(b) **The Gap Addressed:**

 X **Sufficient funds not available elsewhere, including internally.**

 Funds available elsewhere, but cash flow is not sufficient to meet debt service.

 Other (Describe):

6. **Security (Describe):** Leasehold

The security for this project is a lease hold through a ten year easement granted by the Red & White to the County of Hyde. Hyde County will enter into a lease agreement with Red & White on the parking lot property and will pay \$500.00 each month to the Red & White in return for the parking easement for a period of 10 years. The resulting value of that lease is \$60,000. The revenue from this monthly payment will be collateral for the \$506.23 that Red & White will pay back into the Hyde County Revolving Loan Fund each month for a period of ten years.

A leasehold mortgage is an encumbrance or lien on a tenant's interest in a lease conveyed to a lender as collateral for a loan to the tenant. Often a leasehold mortgage is used in order to secure financing for construction or major renovations to the leased premises. The most obvious benefit of a leasehold mortgage arrangement is that it allows a tenant to proceed to develop the leased premises without spending some or all of its on-hand assets. Once the improved leased premises begins generating income, the tenant may pay both the rent under the lease and the debt service on the loan secured by the leasehold mortgage.

PROJECT FEASIBILITY FORM

1. **Name of applicant:** Christopher L. Williams/Engelhard Red & White
2. **Project Name:** Parking Project-Engelhard Red & White

A. BUSINESS PLAN

1. **Name of Existing Business:** Engelhard Red & White
2. **Legal Status:**
☐ Partnership
☒ **Proprietorship**
☐ Cooperative
☐ Corporation
☐ **Other: (Specify):** **LLC**
3. **Business Ownership and Management (include addresses and phone numbers):**
Christopher L. Williams – Owner (F/T)
Joseph C. Williams – Repair, Maintenance – (F/T)
5. **Other Business Affiliations of Proposed Owners (if any):**
Virginia G. Williams – Secretary (F/T)
 - a. **Name of Business:** Chris' Fresh Vegetables, Williams Markets
 - b. **Name of Owner or Manager Involved:** Christopher L. Williams
 - c. **Position in this Business:** Owner
 - d. **Relationship Between this Business and RLF Project Business:**
Chris' Fresh Vegetables supplies the Red & White with produce and other perishable items.
5. **Product Line or Service**
 - a. **Range of Products or Services:**
Engelhard Red & White provides retail groceries to the Engelhard community and nearby communities, as well as visitors, tourists, and commercial fishermen who are stocking their boats with supplies during the fishing seasons.
6. **Market Information**
 - a. **Geographic Market Area:** Engelhard and surrounding communities

- b. **Major Customers:** Engelhard community, nearby communities, tourists, commercial fishermen and visitors.

c. **Market Characteristics:**

The Engelhard market has seasonal variations during hunting and fishing season; however, there is a steady customer base year round. Many LMI customers do not have transportation to make trips out of the county for groceries.

d. **Competition:**

Foodlion – Belhaven
Dollar General – Engelhard
Chris's Groceries – Swan Quarter

6. **Marketing and Distribution:**

Nash Finch is the primary supplier and also provides advertising services.

8. **Cost Effectiveness:**

By owning two major grocery stores in Hyde County, Mr. Williams has been able to take advantage of volume discounts, provide produce to his stores, and create/retain employment opportunities for citizens.

Requested Loan Terms:

Mr. Williams is requesting a loan from the Hyde County Revolving Loan Fund in the amount of \$50,000.00 to repave the existing parking lot at the Engelhard Red & White in Engelhard, NC. Mr. Williams has provided a proposal from Ready Contractors, Inc. The scope of work includes the installation of a 1 ½ "asphalt overlay on the existing asphalt and striping. Total cost is estimated at \$51,800.00. Any additional costs that may be incurred are subject to approval by Mr. Williams. In exchange, Mr. Williams will grant Hyde County a 10 year parking easement on the entirety of the Red & White parking area at a leased amount of \$500.00 per month for 10 years. The value of this lease is \$60,000 and will serve as collateral for the loan.

Mr. Williams is requesting a 10-year amortization at a fixed rate of 4.00%. Monthly payments for a 10-year amortization are approximately \$506.23. Payments will commence thirty (30) days from the loan date and are due on the 1st of each month, until paid in full.

[illegible]

MAPS



**READY**
CONTRACTORS

3041 STANTONSBURG RD. • WILSON, NC 27893

252.237.4790 • FAX 252.237.9011 • READY@READY-CONTRACTORS.COM • WWW.READY-CONTRACTORS.COM • LICENSE#43380

PROPOSAL

October 6, 2014

Proposal #3433

Dear Sir:

Ready Contractors, Inc. is pleased to submit the following proposal for the paving projects at the Red & White in Engelhard.

The scope of work provided below outlines the tasks Ready Contractors, Inc. must perform in order to complete the project. This scope is based on the site information furnished by you.

SCOPE OF WORK

Ready Contractors will oversee the following:

Install 1 ½" asphalt overlay on existing asphalt
Striping

NOTES

Asphalt prices in this proposal are based on the NCDOT Monthly Terminal F.O.B. Asphalt Binder price of \$630.000 per ton for the month of September 2014. If the asphalt cement price fluctuates from this stated price at any time during the performance of the asphalt work, we reserve the right to adjust our prices in accordance with the NCDOT Monthly Terminal F.O.B. Asphalt Binder Prices.

TOTAL COST

The total charge for the above Scope of Work will be \$51,800.00. If additional work is necessary, Ready Contractors agrees that any additional costs for the client must be approved in advance by the client.

The cost quoted here is only valid for (30) thirty days.

All work guaranteed to be as specified. All work is to be completed in a professional manner according to standard practices. All agreements are contingent upon accidents or delays beyond our control. Ready Contractors to carry all necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Amortization table for \$50,000.00 borrowed on Nov 04, 2014

Month/ Year	Payment	Principal Paid	Interest Paid	Total Interest	Balance
Dec. 2014	\$ 506.23	\$ 339.56	\$ 166.67	\$ 166.67	\$ 49,660.44
Jan. 2015	\$ 506.23	\$ 340.69	\$ 165.53	\$ 332.20	\$ 49,319.75
Feb. 2015	\$ 506.23	\$ 341.83	\$ 164.40	\$ 496.60	\$ 48,977.92
Mar. 2015	\$ 506.23	\$ 342.97	\$ 163.26	\$ 659.86	\$ 48,634.96
April 2015	\$ 506.23	\$ 344.11	\$ 162.12	\$ 821.98	\$ 48,290.85
May 2015	\$ 506.23	\$ 345.26	\$ 160.97	\$ 982.95	\$ 47,945.59
June 2015	\$ 506.23	\$ 346.41	\$ 159.82	\$ 1,142.77	\$ 47,599.19
July 2015	\$ 506.23	\$ 347.56	\$ 158.66	\$ 1,301.43	\$ 47,251.62
Aug. 2015	\$ 506.23	\$ 348.72	\$ 157.51	\$ 1,458.93	\$ 46,902.90
Sept. 2015	\$ 506.23	\$ 349.88	\$ 156.34	\$ 1,615.28	\$ 46,553.02
Oct. 2015	\$ 506.23	\$ 351.05	\$ 155.18	\$ 1,770.45	\$ 46,201.97
Nov. 2015	\$ 506.23	\$ 352.22	\$ 154.01	\$ 1,924.46	\$ 45,849.75
Dec. 2015	\$ 506.23	\$ 353.39	\$ 152.83	\$ 2,077.29	\$ 45,496.36
Jan. 2016	\$ 506.23	\$ 354.57	\$ 151.65	\$ 2,228.95	\$ 45,141.79
Feb. 2016	\$ 506.23	\$ 355.75	\$ 150.47	\$ 2,379.42	\$ 44,786.04
Mar. 2016	\$ 506.23	\$ 356.94	\$ 149.29	\$ 2,528.71	\$ 44,429.10
April 2016	\$ 506.23	\$ 358.13	\$ 148.10	\$ 2,676.80	\$ 44,070.97
May 2016	\$ 506.23	\$ 359.32	\$ 146.90	\$ 2,823.71	\$ 43,711.64
June 2016	\$ 506.23	\$ 360.52	\$ 145.71	\$ 2,969.41	\$ 43,351.12
July 2016	\$ 506.23	\$ 361.72	\$ 144.50	\$ 3,113.92	\$ 42,989.40
Aug. 2016	\$ 506.23	\$ 362.93	\$ 143.30	\$ 3,257.21	\$ 42,626.48
Sept. 2016	\$ 506.23	\$ 364.14	\$ 142.09	\$ 3,399.30	\$ 42,262.34
Oct. 2016	\$ 506.23	\$ 365.35	\$ 140.87	\$ 3,540.18	\$ 41,896.99
Nov. 2016	\$ 506.23	\$ 366.57	\$ 139.66	\$ 3,679.83	\$ 41,530.42
Dec. 2016	\$ 506.23	\$ 367.79	\$ 138.43	\$ 3,818.27	\$ 41,162.63
Jan. 2017	\$ 506.23	\$ 369.02	\$ 137.21	\$ 3,955.48	\$ 40,793.61
Feb. 2017	\$ 506.23	\$ 370.25	\$ 135.98	\$ 4,091.46	\$ 40,423.36
Mar. 2017	\$ 506.23	\$ 371.48	\$ 134.74	\$ 4,226.20	\$ 40,051.88
April 2017	\$ 506.23	\$ 372.72	\$ 133.51	\$ 4,359.71	\$ 39,679.16
May 2017	\$ 506.23	\$ 373.96	\$ 132.26	\$ 4,491.97	\$ 39,305.20
June 2017	\$ 506.23	\$ 375.21	\$ 131.02	\$ 4,622.99	\$ 38,929.99
July 2017	\$ 506.23	\$ 376.46	\$ 129.77	\$ 4,752.75	\$ 38,553.53
Aug. 2017	\$ 506.23	\$ 377.71	\$ 128.51	\$ 4,881.27	\$ 38,175.82
Sept. 2017	\$ 506.23	\$ 378.97	\$ 127.25	\$ 5,008.52	\$ 37,796.85
Oct. 2017	\$ 506.23	\$ 380.24	\$ 125.99	\$ 5,134.51	\$ 37,416.61
Nov. 2017	\$ 506.23	\$ 381.50	\$ 124.72	\$ 5,259.23	\$ 37,035.11

Month/ Year	Payment	Principal Paid	Interest Paid	Total Interest	Balance
Dec. 2017	\$ 506.23	\$ 382.78	\$ 123.45	\$ 5,382.68	\$ 36,652.33
Jan. 2018	\$ 506.23	\$ 384.05	\$ 122.17	\$ 5,504.86	\$ 36,268.28
Feb. 2018	\$ 506.23	\$ 385.33	\$ 120.89	\$ 5,625.75	\$ 35,882.95
Mar. 2018	\$ 506.23	\$ 386.62	\$ 119.61	\$ 5,745.36	\$ 35,496.33
April 2018	\$ 506.23	\$ 387.90	\$ 118.32	\$ 5,863.68	\$ 35,108.43
May 2018	\$ 506.23	\$ 389.20	\$ 117.03	\$ 5,980.71	\$ 34,719.23
June 2018	\$ 506.23	\$ 390.49	\$ 115.73	\$ 6,096.44	\$ 34,328.73
July 2018	\$ 506.23	\$ 391.80	\$ 114.43	\$ 6,210.87	\$ 33,936.94
Aug. 2018	\$ 506.23	\$ 393.10	\$ 113.12	\$ 6,323.99	\$ 33,543.84
Sept. 2018	\$ 506.23	\$ 394.41	\$ 111.81	\$ 6,435.80	\$ 33,149.42
Oct. 2018	\$ 506.23	\$ 395.73	\$ 110.50	\$ 6,546.30	\$ 32,753.70
Nov. 2018	\$ 506.23	\$ 397.05	\$ 109.18	\$ 6,655.48	\$ 32,356.65
Dec. 2018	\$ 506.23	\$ 398.37	\$ 107.86	\$ 6,763.34	\$ 31,958.28
Jan. 2019	\$ 506.23	\$ 399.70	\$ 106.53	\$ 6,869.86	\$ 31,558.58
Feb. 2019	\$ 506.23	\$ 401.03	\$ 105.20	\$ 6,975.06	\$ 31,157.55
Mar. 2019	\$ 506.23	\$ 402.37	\$ 103.86	\$ 7,078.92	\$ 30,755.18
April 2019	\$ 506.23	\$ 403.71	\$ 102.52	\$ 7,181.44	\$ 30,351.47
May 2019	\$ 506.23	\$ 405.05	\$ 101.17	\$ 7,282.61	\$ 29,946.42
June 2019	\$ 506.23	\$ 406.40	\$ 99.82	\$ 7,382.43	\$ 29,540.02
July 2019	\$ 506.23	\$ 407.76	\$ 98.47	\$ 7,480.90	\$ 29,132.26
Aug. 2019	\$ 506.23	\$ 409.12	\$ 97.11	\$ 7,578.00	\$ 28,723.14
Sept. 2019	\$ 506.23	\$ 410.48	\$ 95.74	\$ 7,673.75	\$ 28,312.66
Oct. 2019	\$ 506.23	\$ 411.85	\$ 94.38	\$ 7,768.12	\$ 27,900.81
Nov. 2019	\$ 506.23	\$ 413.22	\$ 93.00	\$ 7,861.13	\$ 27,487.58
Dec. 2019	\$ 506.23	\$ 414.60	\$ 91.63	\$ 7,952.75	\$ 27,072.98
Jan. 2020	\$ 506.23	\$ 415.98	\$ 90.24	\$ 8,042.99	\$ 26,657.00
Feb. 2020	\$ 506.23	\$ 417.37	\$ 88.86	\$ 8,131.85	\$ 26,239.63
Mar. 2020	\$ 506.23	\$ 418.76	\$ 87.47	\$ 8,219.32	\$ 25,820.87
April 2020	\$ 506.23	\$ 420.16	\$ 86.07	\$ 8,305.39	\$ 25,400.72
May 2020	\$ 506.23	\$ 421.56	\$ 84.67	\$ 8,390.05	\$ 24,979.16
June 2020	\$ 506.23	\$ 422.96	\$ 83.26	\$ 8,473.32	\$ 24,556.20
July 2020	\$ 506.23	\$ 424.37	\$ 81.85	\$ 8,555.17	\$ 24,131.83
Aug. 2020	\$ 506.23	\$ 425.79	\$ 80.44	\$ 8,635.61	\$ 23,706.04
Sept. 2020	\$ 506.23	\$ 427.21	\$ 79.02	\$ 8,714.63	\$ 23,278.83
Oct. 2020	\$ 506.23	\$ 428.63	\$ 77.60	\$ 8,792.23	\$ 22,850.20
Nov. 2020	\$ 506.23	\$ 430.06	\$ 76.17	\$ 8,868.40	\$ 22,420.15
Dec. 2020	\$ 506.23	\$ 431.49	\$ 74.73	\$ 8,943.13	\$ 21,988.65
Jan. 2021	\$ 506.23	\$ 432.93	\$ 73.30	\$ 9,016.42	\$ 21,555.72
Feb. 2021	\$ 506.23	\$ 434.37	\$ 71.85	\$ 9,088.28	\$ 21,121.35
Mar. 2021	\$ 506.23	\$ 435.82	\$ 70.40	\$ 9,158.68	\$ 20,685.53

Month/ Year	Payment	Principal Paid	Interest Paid	Total Interest	Balance
April 2021	\$ 506.23	\$ 437.27	\$ 68.95	\$ 9,227.63	\$ 20,248.26
May 2021	\$ 506.23	\$ 438.73	\$ 67.49	\$ 9,295.13	\$ 19,809.52
June 2021	\$ 506.23	\$ 440.19	\$ 66.03	\$ 9,361.16	\$ 19,369.33
July 2021	\$ 506.23	\$ 441.66	\$ 64.56	\$ 9,425.72	\$ 18,927.67
Aug. 2021	\$ 506.23	\$ 443.13	\$ 63.09	\$ 9,488.82	\$ 18,484.53
Sept. 2021	\$ 506.23	\$ 444.61	\$ 61.62	\$ 9,550.43	\$ 18,039.92
Oct. 2021	\$ 506.23	\$ 446.09	\$ 60.13	\$ 9,610.56	\$ 17,593.83
Nov. 2021	\$ 506.23	\$ 447.58	\$ 58.65	\$ 9,669.21	\$ 17,146.25
Dec. 2021	\$ 506.23	\$ 449.07	\$ 57.15	\$ 9,726.36	\$ 16,697.18
Jan. 2022	\$ 506.23	\$ 450.57	\$ 55.66	\$ 9,782.02	\$ 16,246.61
Feb. 2022	\$ 506.23	\$ 452.07	\$ 54.16	\$ 9,836.18	\$ 15,794.54
Mar. 2022	\$ 506.23	\$ 453.58	\$ 52.65	\$ 9,888.83	\$ 15,340.96
April 2022	\$ 506.23	\$ 455.09	\$ 51.14	\$ 9,939.96	\$ 14,885.88
May 2022	\$ 506.23	\$ 456.61	\$ 49.62	\$ 9,989.58	\$ 14,429.27
June 2022	\$ 506.23	\$ 458.13	\$ 48.10	\$ 10,037.68	\$ 13,971.14
July 2022	\$ 506.23	\$ 459.66	\$ 46.57	\$ 10,084.25	\$ 13,511.49
Aug. 2022	\$ 506.23	\$ 461.19	\$ 45.04	\$ 10,129.29	\$ 13,050.30
Sept. 2022	\$ 506.23	\$ 462.72	\$ 43.50	\$ 10,172.79	\$ 12,587.57
Oct. 2022	\$ 506.23	\$ 464.27	\$ 41.96	\$ 10,214.75	\$ 12,123.31
Nov. 2022	\$ 506.23	\$ 465.81	\$ 40.41	\$ 10,255.16	\$ 11,657.49
Dec. 2022	\$ 506.23	\$ 467.37	\$ 38.86	\$ 10,294.02	\$ 11,190.12
Jan. 2023	\$ 506.23	\$ 468.93	\$ 37.30	\$ 10,331.32	\$ 10,721.20
Feb. 2023	\$ 506.23	\$ 470.49	\$ 35.74	\$ 10,367.05	\$ 10,250.71
Mar. 2023	\$ 506.23	\$ 472.06	\$ 34.17	\$ 10,401.22	\$ 9,778.65
April 2023	\$ 506.23	\$ 473.63	\$ 32.60	\$ 10,433.82	\$ 9,305.02
May 2023	\$ 506.23	\$ 475.21	\$ 31.02	\$ 10,464.84	\$ 8,829.82
June 2023	\$ 506.23	\$ 476.79	\$ 29.43	\$ 10,494.27	\$ 8,353.02
July 2023	\$ 506.23	\$ 478.38	\$ 27.84	\$ 10,522.11	\$ 7,874.64
Aug. 2023	\$ 506.23	\$ 479.98	\$ 26.25	\$ 10,548.36	\$ 7,394.66
Sept. 2023	\$ 506.23	\$ 481.58	\$ 24.65	\$ 10,573.01	\$ 6,913.09
Oct. 2023	\$ 506.23	\$ 483.18	\$ 23.04	\$ 10,596.05	\$ 6,429.90
Nov. 2023	\$ 506.23	\$ 484.79	\$ 21.43	\$ 10,617.49	\$ 5,945.11
Dec. 2023	\$ 506.23	\$ 486.41	\$ 19.82	\$ 10,637.30	\$ 5,458.70
Jan. 2024	\$ 506.23	\$ 488.03	\$ 18.20	\$ 10,655.50	\$ 4,970.67
Feb. 2024	\$ 506.23	\$ 489.66	\$ 16.57	\$ 10,672.07	\$ 4,481.02
Mar. 2024	\$ 506.23	\$ 491.29	\$ 14.94	\$ 10,687.00	\$ 3,989.73
April 2024	\$ 506.23	\$ 492.93	\$ 13.30	\$ 10,700.30	\$ 3,496.80
May 2024	\$ 506.23	\$ 494.57	\$ 11.66	\$ 10,711.96	\$ 3,002.23
June 2024	\$ 506.23	\$ 496.22	\$ 10.01	\$ 10,721.97	\$ 2,506.01
July 2024	\$ 506.23	\$ 497.87	\$ 8.35	\$ 10,730.32	\$ 2,008.14

Month/ Year	Payment	Principal Paid	Interest Paid	Total Interest	Balance
Aug. 2024	\$ 506.23	\$ 499.53	\$ 6.69	\$ 10,737.01	\$ 1,508.61
Sept. 2024	\$ 506.23	\$ 501.20	\$ 5.03	\$ 10,742.04	\$ 1,007.41
Oct. 2024	\$ 506.23	\$ 502.87	\$ 3.36	\$ 10,745.40	\$ 504.54
Nov. 2024	\$ 506.23	\$ 504.54	\$ 1.68	\$ 10,747.08	\$ 0.00

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: November 3, 2014
Presenter: Commissioner Fletcher
Attachment: Yes – DSS and Health Board Roster

ITEM TITLE: CONSOLIDATION OF DSS AND HEALTH DEPARTMENT

SUMMARY: Commissioner Fletcher will ask the Board to consider the possibility of merging DSS and the Health Department, two of Hyde County's biggest agencies.

The Health Department employs approximately 15 full-time and 13 part-time employees; and, the Department of Social Services employs approximately 20 employees.

If the Board chooses to pursue the consolidation further, a Public Hearing would need to be held to receive citizens' questions and concerns.

RECOMMEND: Discussion.

Motion Made By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Motion Seconded By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Vote: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: November 3, 2014
Presenter: Utilities Director Clint Berry
Attachment: No

ITEM TITLE: ONGOING PROJECTS UPDATE

SUMMARY: Utilities Director Clint Berry will present update on the following projects ongoing in the County:

- a. Government Center
- b. Public Safety Center
- c. East Carolina Bank Building – DSS

RECOMMEND:

Motion Made By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Motion Seconded By: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.

Vote: ☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher
☐ Earl Pugh, Jr.